

**Highlands Subdivision HOA Board of Directors Regular Meeting**  
December 11, 2019 – 7:00PM-9:00PM –2424 S. Walnut St.– Bloomington, IN 47403

**Minutes of the Meeting**

**I. Call to Order/Roll Call**

President Kevin Campbell called the meeting to order at 7:00 pm. Directors present were Kevin Campbell, Erin Ryan, and Phil Argenti. Cindi Livingston and Anna Bragin were unable to attend. Erin Ryan will take notes and provide to Cindi Livingston for recording of minutes.

**II. Approval of Minutes from Previous Meeting.**

Tabled as Secretary Cindi Livingston was unable to be present and has not provided minutes from the Annual Meeting for review at this time. No November regular meeting was held.

**III. Homeowner Open Forum.** No homeowners in attendance.

**IV. Reports of Officers**

- a) **President.** Kevin confirmed the start and end dates for the new/previous insurance policies; waiting to hear if there will be any refund from the early end of the previous policy. He confirmed that per Geri we have 81 approval forms received for the CCR update as this time.
- b) **Treasurer** Phil Argenti confirmed we are in good financial standing for the year and are positive vs budget. Legal fees were approximately \$11,000 but expenses were less than other areas. An unexpected payment of \$100 “admin fee” was collected by a title company from a new homeowner and paid to the HOA through Tempo. The title company has been contacted to explain that we do not collect any such fee but has not responded. Phil motioned that we credit the fee towards the 2020 dues amount due from this household. Erin Ryan seconded; all in favor.
- c) **Vice President.** Erin Ryan stated that Anna Bragin had communicated via text that further estimates and progress on the sidewalk installation would be on hold until spring when it is feasible to begin work.

**V. Open Business**

- a) **Insurance Policy Update.** The new policy is paid in full for 2020 and in place. Previous policy cancelled and waiting to hear if any refund may be received as it was cancelled before the full coverage period was over.
- b) **2018 Financial Review Audit.** The financial review was completed and all finances are in good order and as expected. Kevin Campbell, Phil Argenti, and representative

from Tempo must all sign the audit and this is being arranged. Once signed, the final findings will be posted on the website.

- c) **Parcel K.** Geri had received an email regarding any possibility of the purchase of Parcel K by the HOA. After email follow up, Erin Ryan responded that we are unaware of any such possibility and have no intention of purchasing anything further.
- d) **CCR Update.** As mentioned we have 81 current approvals received. It was discussed and decided that an additional letter/form will be included with the annual dues mailing and that a deadline of March 15<sup>th</sup> will be set to encourage follow through.
- e) **Lien Decision.** Kevin Campbell will email the Board to explain recent lien decision.

## **VI. New Business**

### **a) Architectural Requests.**

1. Deck Replacement. Form reviewed and in order, all requirements met. Erin Ryan motioned, Phil Argenti seconded; all in favor. Kevin Campbell will email homeowner with approval. (2019-22)

### **b) Covenant Enforcement.**

1. Observation received for an abandoned vehicle; two additional observations received for lawn debris at same address. Erin Ryan motioned that a letter be prepared and then sent once two Board Members have visually verified the issues. Kevin Campbell seconded; all in favor.

### **c) Annual Mailing**

1. Will update and edit letter from Board, to be approved during January meeting. Amend letter to include note that 2020 dues are additional to payment plans already in effect for arrears dues.
2. Contact Geri to update Tempo letter explaining AppFolio and produce invoices.
3. Contact Geri with timeline and to request stamps, envelopes, and address labels. Erin will email requesting that they be printed in alphabetical order so the invoices and labels match for more efficient envelope preparation.
4. Content Print. Decide who will be printing content.
5. Phil will prepare 2019 report and 2020 budget for inclusion in mailing.

6. Goal to have mailing out by January 15<sup>th</sup> with initial payment due date of March 15<sup>th</sup>.

d) **2020 Meetings.** Changed regular scheduled meetings to second Wednesday of each month, beginning Wednesday, January 8<sup>th</sup>, 2020.

e) **Annual Website/Email Renewal.** Discussed need to create a formal document containing relevant information so that it will be completely accessible for future boards. Keep this update and on file at Tempo.

**VII. Adjournment.** Kevin Campbell adjourned the meeting at 7:42 pm.

Minutes submitted by: Cindi Livingston

DATE: 12/13/2019

Minutes approved by: Kevin Campbell

DATE: 01/08/2020

Erin Ryan

Phil Argenti

Anna Bragin